

PLANNING COORDINATION MANAGER

DISTINGUISHING FEATURES

The fundamental reason the Planning Coordination Manager exists is to manage the plan review process and has the opportunity to help shape the community vision in the city's planning department in the Planning and Development Services Department. This classification is supervisory. Work is performed under general supervision by the Planning and Development Services Director.

ESSENTIAL FUNCTIONS

Manages the plan review process for the City, promoting improvements in the process; cross trains reviewers in fields outside their areas of expertise; provides concise and accurate information verbally and in writing to the development community and obtains their input on the review process.

Assumes ownership of a variety of key projects dealing with citizens and employees.

Supports employee involvement in decision making to assist them in meeting individual goals and promotes positive employee attitudes.

Provides technical assistance on all preliminary plans through visual review; insures that a comprehensive stipulation package is assembled on all public hearing cases.

Communicates and explains City policy to staff and the public; prepares and monitors annual budget and monthly reports; responds to inquires concerning related ordinances, codes procedures and policies.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of:

Urban planning and civil engineering principles and practices.
Building code interpretation and principles as they relate to plan review.
Zoning ordinance interpretation as it relates to preliminary plan review.

Ability to:

Understand and interpret city development ordinances, stipulations, codes, policies and procedures, and understand the logic behind them.
Read and interpret plans and specifications in all fields.
Detect possible defects or faults in land through visual inspection and develop solutions to bring them to compliance.
Plan the work of a professional staff.
Prepare and present effective oral and written reports and annual budgets.
Listen and communicate effectively both verbally and in writing with a diverse group of people.
Operate a variety of standard office equipment including a PC, a variety of computer software, telephone, copy and fax machine requiring continuous and repetitive eye movement.
Establish and maintain effective working relationships with co-workers, supervisors, the development community, City officials and the general public.
Maintain regular consistent attendance and punctuality.

Education & Experience

Any combination of education and experience equivalent to a Bachelor's degree in Engineering, Urban Planning or a related field; and considerable experience in managing a plan review, zoning or other planning function.

FLSA Status: Exempt

HR Ordinance Status: Unclassified